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| <p>BOARD OF SUPERVISORS POLICY:</p> <p>USE AND OPERATION OF THE COUNTY SHOOTING RANGE</p> |  |
| <p>DATE OF APPROVAL: December 9, 2008</p> | <p>REAL ESTATE/ FACILITIES MANAGEMENT</p> |
| <p>ATTEST: <i>Lisa Robertson</i> <i>County Administrator</i></p> | |

I. PURPOSE

The purpose of this policy is to establish minimum terms and conditions for the use of the County's shooting range for law enforcement officers, effective January 1, 2009.

II. PROPERTY MANAGEMENT

The Madison County Administrator shall be the person lawfully in charge of the property; however, the County Administrator may delegate day-to-day responsibility for oversight of the use and management of the property to the County's Director of Facilities and his staff.

III. AUTHORIZED USE

- a. The County shooting range is authorized only for official law enforcement use, limited to the following:
 - i. Full- and part-time employees of the Madison County Sheriff's Department, and duly-appointed auxiliary deputies (i.e., as provided in Virginia Code §15.2-1733);
 - ii. Full- and part-time employees of the Central Virginia Regional Jail; and
 - iii. Federal, state or other local law enforcement officers, while engaged in joint training exercises with the Madison County Sheriff's Department or the Central Virginia Regional Jail.
 - iv. Madison County citizens participating in a firearms safety or training class or course available to the general public, offered by the Madison County Sheriff's Department.
- b. Use of the range shall be monitored through use of a sign-in sheet that will record the identity of the law enforcement officers using the range, the

date/times such officers are present at the range, and the nature of the activities conducted at the range on those dates.

IV. DAYS/HOURS OF USE

- a. The shooting range may be reserved by the Sheriff's Department or Regional Jail for shooting activities and related training. For purposes of this policy, the term "shooting activities" shall include the use of less-than-lethal devices and other devices or equipment that generate noise, and shall also include any firearms safety or training class or course offered to the general public by the Madison County Sheriff's Department.
- b. The Sheriff's Department and the Regional Jail may each reserve a block of days in which to complete firearms qualifications/certifications and related training for their entire staffs ("Training Block") as follows:
 - i. The Sheriff's Department may reserve up to two (2) Training Blocks each year. The Regional Jail may reserve one (1) Training Block each year. A training block may consist of up to 10 business days, total, but training need not occur on consecutive days within the block. Each law enforcement agency shall give the County at least fifteen (15) days' advance written notice of a block of days to be reserved for a Training Block. The written notice shall describe the specific activities that will take place, and the beginning and ending dates of the Training Block. Further, the date(s) of any planned low-light and night-shooting activities shall be specifically identified.
 - ii. During any calendar month *other* than one in which a Training Block has been scheduled, the Sheriff's Department may reserve up to six (6) days for shooting activities. The Sheriff's Department may reserve an unlimited number of days each month for training activities that do not involve any shooting activities.
 - iii. No shooting activities are authorized on any of the following dates/times:
 - 1. Sundays and Mondays
 - 2. The Fourth of July
 - 3. Thanksgiving Day through the following Saturday (i.e., Thursday through Saturday)
 - 4. December 24 through January 2 of the following year
 - 5. Tuesdays, Wednesdays, Thursdays and Fridays, between 6:00 p.m. and 8:00 a.m. the following day
 - 6. Saturdays, after 4 p.m.
 - 7. Night shooting is prohibited from April 1 through October 31 each calendar year. During November, December,

January, February and March, night shooting is limited to two (2) days per month and is prohibited after 8:30 p.m.

- iv. Each law enforcement agency shall give the County at least fifteen (15) days' advance written notice of any night shooting activity that is planned to take place on days other than those reserved as part of a Training Block.
- v. Written notices required by this section shall be given by the Sheriff's Department or Regional Jail to the County's Director of Facilities.

V. OPERATION

- a. Any time the range is in use for shooting activities, a DCJS-certified firearms instructor shall be present. When the range is in use for any firearms safety or training course or class offered by the Sheriff's Department, the firearms instructor may be certified either by the National Rifle Association or DCJS. The firearms instructor shall provide the County Administrator with documentation to verify the current status of his DCJS certification.
- b. Any time the range is in use for shooting activities, the agency using the range shall notify persons approaching the range of such use through the posting of appropriate signage or other means of notification approved by the Director of Facilities.
- c. The Sheriff and Superintendent of the Regional Jail shall adhere to the range safety rules developed by their respective agencies. The currently-approved safety policies for each agency have been provided to the County Administrator. In the event that either agency revises its range safety rules, a copy of the proposed rules shall be provided to the County Administrator for review and comment prior to replacement of the old policy, and each agency shall keep the County Administrator supplied with the most-current version of its range safety rules.
- d. Each person participating in any shooting activity at the range, if such person is not employed as a law enforcement officer within the Madison County Sheriff's Department, shall be required to execute a liability waiver. The form of the waiver shall be approved in advance by the County Administrator and County Attorney, and the agency conducting the shooting activity shall be responsible for collecting the required waivers from each person participating in the shooting activity.
- e. The Director of Facilities, with the approval of the County Administrator, shall be responsible for establishing procedures for controlling access to

the shooting range. On dates when shooting activities are to take place, the firearms instructor who will oversee the activities will be the person responsible for picking up and returning the access key, along with any attendance sheet(s) required by this policy.

- f. At the request of the County Administrator, the Sheriff's Department or Regional Jail will measure and record sound levels at the County property line(s) adjacent to the shooting range during shooting activities. Sound shall be measured at the County property line using a Type 2 sound level meter provided by the County, which meets the standards prescribed by ANSI. The sound meter shall be set to the slow response and to the A-weighted scale. When sound measurements are requested to be taken, a minimum of three readings will be taken. The geometric mean of these readings will be used as the average sound level.
- g. At the request of the County Administrator, the Sheriff or Superintendent of the Regional Jail, or their designees, shall promptly assist the County Administrator in responding to complaints and resolving problems arising from the use, operation or maintenance of the shooting range.

VI. MAINTENANCE

- a. Whenever any law enforcement officer(s) utilize the shooting range, the officer(s) shall be responsible for keeping track of all brass, paper and other debris that accumulates on the range during such use. Prior to leaving the range the officer(s) shall collect and take such trash and debris away with them upon departure.
- b. The Sheriff's Department and the Regional Jail will cooperate with the County Administrator and Facilities Director in developing a plan and schedule for ongoing maintenance of the shooting range, including grass mowing, maintenance of berms, maintenance of shooting lanes and other facilities. Upon request, the Sheriff and the Regional Jail Superintendent shall provide reasonable assistance in the form of manpower, equipment on-hand, or information, to ensure that the costs of maintenance of the facility can be kept as low as possible.
- c. The Sheriff's Department and the Regional Jail shall cooperate with the County Administrator and Facilities Director to manage lead from ammunition utilized at the range, consistent with recommended Best Management Practices (BMPs) for lead appropriate to the County's shooting range facility.